



APPLICATION FOR JURY DUTY PAY



- ORIGINAL – COMPTROLLER
- COPY - DEPARTMENT

INSTRUCTIONS TO APPLICANT:

1. Submit Milwaukee County Summons for Jury Duty Pay (Form X-650-1 R15) , the Juror Service Certification (Form TPJS26), and a copy of the County of Milwaukee Remittance Advice (Form 600 Rg) along with the initial application for Jury Duty pay.
2. Enter Pay Code 046 (Jury Duty) on time entry or your time record in the hours paid but not worked section for time served.
3. Forward the above completed forms and applications for Jury Duty pay to your departmental Payroll Clerk.

NAME				HOME ADDRESS				
TITLE				DEPT. AND BUR.				
EMPLOYEE ID NO.			PENSION NO.			PHONE NO.		
PAY PERIOD NO.		FROM: MO. DAY YEAR		TO: MO. DAY YEAR		NO. OF HOURS APPLYING FOR:		

NO GREATER AMOUNT OF TIME SHALL BE GRANTED THAN NECESSARY, AND IN ANY CASE, WHERE AN EMPLOYEE IS CALLED FOR JURY DUTY AND REPORTS THEREFORE WITHOUT RECEIVING A JURY ASSIGNMENT FOR THAT DAY, OR IN ANY CASE WHERE SUCH EMPLOYEE IS ENGAGED IN JURY DUTY OR SERVICE FOR A PART OF A DAY, HE OR SHE SHALL IF HIS CITY WORK IS AVAILABLE TO HIM OR HER REPORT FOR THE PERFORMANCE OF CITY DUTIES FOR THE REMAINDER OF THE DAY. (MILWAUKEE CODE OF ORDINANCES SECTION 350-35-3, DATED 02/13/96)

FALSE STATEMENTS WILL BE DEEMED CAUSE FOR SUSPENSION OR DISCHARGE	THE ABOVE STATEMENTS ARE TRUE AND CORRECT: APPLICANT'S SIGNATURE	DATE:
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THIS SECTION FOR DEPARTMENTAL APPROVAL

I HAVE REVIEWED THIS APPLICATION FOR COMPLETENESS AND ACCURACY AND PAYMENT IS APPROVED:	PHONE NO.
	DATE: